



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3111.14V CH-1
CNO(N09B22)
13 APRIL 2000

OPNAV INSTRUCTION 3111.14V CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: HOMEPORTS AND PERMANENT DUTY STATIONS,
ESTABLISHMENT, DISESTABLISHMENT, AND MODIFICATIONS
OF ACTIVITIES OF THE OPERATING FORCES OF THE NAVY

Encl: (1) Revised pages 1, 5, and 6
(2) Revised enclosure (1)
(3) Revised enclosure (2)
(4) Revised enclosure (3)

1. Purpose.

a. To provide for consideration of the requirements of OPNAVINST 5090.1B - Environmental and Natural Resources Manual - by Commanders of the operating forces proposing the establishment, disestablishment or modification of fleet activities.

b. To add page 3 of enclosure (2) - Administrative and Management Information Requirements.

2. Action.

a. Remove pages 1, 5 and 6 and replace with enclosure (1) of this change transmittal.

b. Remove enclosure (1) and replace with enclosure (2) of this change transmittal.

c. Remove enclosure (2) and replace with enclosure (3) of this change transmittal.

d. Remove enclosure (3) and replace with enclosure (4) of this change transmittal.


G. J. HOGES
By direction

Distribution:
(Same as basic)



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27 AUG 1998

OPNAV INSTRUCTION 3111.14V

From: Chief of Naval Operations

Subj: HOMEPORTS AND PERMANENT DUTY STATIONS, ESTABLISHMENT,
DISESTABLISHMENT AND MODIFICATIONS OF ACTIVITIES OF THE
OPERATING FORCES OF THE NAVY

Ref: (a) SECNAV memo of 19 Sep 91 (NOTAL)
(b) SNDL, Part 1
(c) Distributed Plain Language Verification System (DPVS)
(d) SECNAVINST 5910.7A (NOTAL)
(e) Joint Federal Travel Regulations
(f) DOD Financial Management Regulations (DOD 7000.14-R),
Vol. 9 (NOTAL)
(g) OPNAVINST 4780.6C (NOTAL)
(h) OPNAVINST 4600.6E (NOTAL)
(i) OPNAVINST 3110.3Q (NOTAL)
(j) SECNAVINST 5700.9D (NOTAL)
(k) CJCSI 2300.02A (NOTAL)
(l) U.S. Naval Regulations, 1990
(m) SECNAVINST 12351.5E (NOTAL)
(n) OPNAVINST 5090.1B (NOTAL)

Encl: (1) Fact and Justification Sheet Format
(2) Fact and Justification Sheet Abbreviated Format for
Ships
(3) Fact and Justification Sheet Abbreviated Format for
Aviation Squadrons

1. Purpose. To discuss requirements, delineate responsibilities and issue policy for the assignment of homeports and permanent duty stations of units of the Operating Forces of the Navy; provide guidance and prescribe procedures for the establishment, disestablishment, or modification of such activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3111.14U

3. Changes. Advance changes of establishment, disestablishment, or modification of units of the Operating Forces of the Navy are issued by letter or message, through the chain of command with copies to the activities affected.

4. Background and Authority. The Secretary of the Navy, by reference (a), has retained authority to approve permanent

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homeport assignment of ships and permanent duty assignments of aviation squadrons. Exceptions to this policy are those homeport assignments of a temporary nature incident to the start or completion of maintenance availabilities of less than 18 months' duration. Chief of Naval Operations (CNO) (N09B) has authority to approve assignment of ship homeports in relation to overhaul.

5. Definitions. The following terms used in this directive are defined as follows:

a. Fleet or Cognizant Commanders of the Operating Forces of the Navy

Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)
Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)
Commander in Chief, U.S. Naval Forces, Europe
(CINUSNAVEUR)
Commander, Naval Reserve Force (COMNAVRESFOR)
Commander, Military Sealift Command (COMSC)
Commander, U.S. Naval Forces Central Command
(COMUSNAVCENT)
Commander, Naval Special Warfare Command
(COMNAVSPECWARCOM)

b. Fleet Activities. Commands, ships, squadrons, units, or staffs of the Operating Forces of the Navy, as approved by the CNO. Fleet activities for purposes of this instruction are defined as combat or combat support forces under the administrative command of the CNO.

c. Homeport (HP) Assignment. Location at which a ship is permanently assigned for administrative purposes by the CNO. (Note: station allowances (i.e., basic allowance for housing (BAH), overseas housing allowance (OHA), and cost of living allowance (COLA)) are based on the location of the homeport.)

d. Permanent Duty Station (PDS) Assignment. Location at which fleet activities or units other than ships are permanently assigned for administrative purposes by the CNO, consistent with the recommendations of the fleet or cognizant commanders of the Operating Forces of the Navy.

e. Modification of Fleet Activities. As used in this instruction, "modification" denotes change in activity name, homeport, permanent duty station, or title of military or

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civilian head of an existing, CNO (N09B)-approved fleet activity. Requests for modification should be minimized and forwarded only when necessitated by changes in naval organization or programs, or when they will improve the administration and operations of the activities concerned. Prior to submission of recommended modification of fleet activities, political and economic impact should be considered. Submission of either enclosures (1), (2) or (3) is required (paragraph 14 of this instruction pertains), when changing homeports or permanent duty stations.

6. Detachments

a. Definition. A physically separate, but functionally integrated and administratively dependent unit of a CNO (N09B)-established fleet activity of the Operating Forces of the Navy. A detachment is not a separate fleet activity of the Operating Forces of the Navy, but is considered a component of the parent activity.

b. Detachment Manpower. The manpower for a detachment is to be provided from existing resources of the parent activity.

c. Control of Detachments

(1) Utilizing the format of enclosure (1), forward recommendations for the establishment of permanent detachments (in excess of 9 months) or disestablishment of detachments for approval to CNO (N09B22) via appropriate chain of command, when any one of the following conditions exist:

(a) Title of the official in command of the detachment will be Officer in Charge.

(b) Mailing address of the detachment is required in reference (b).

(c) Over 50 personnel will be permanently assigned or attending schools operated by the detachment on a continuing basis.

(2) Detachments may be authorized by cognizant Echelon 2 commanders and delegated to subordinate activities when the conditions in paragraph 6c(1) do not exist.

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d. Detachment Titles. Detachment names will be patterned after their parent activity, followed by the word "Detachment."

e. Detachment Short Titles. The short title for a detachment must be approved consistent with provisions of reference (c) and coordinated with the Naval Computer and Telecommunications Station (NAVCOMTELSTA), (Code N353), Washington, DC.

f. Disestablishment or Relocation of Detachments. Disestablishment or relocation of a detachment to a new Congressional district will be requested in the same manner in which they were approved for establishment, i.e., submit request via chain of command with enclosure (1).

g. Title of Official in Command of Detachments. When it is desired to provide military command status, the military title of the official in charge of a detachment, in keeping with the military billet structure, will be the Officer in Charge or Petty Officer in Charge. The civilian title of the official in charge of a detachment will normally be Director.

h. Implementation of CNO-Approved Detachment Actions. Detachment actions submitted to the CNO (N09B2) for approval per paragraph 6c(1) will be announced as determined appropriate by letter.

i. National Capitol Region (NCR). The provisions of reference (d) regarding Navy components located in the NCR are applicable to detachments. Requests of this nature require approval from the Commandant, Naval District Washington before submission of establishment actions.

7. Policy

a. CNO (N09B) will assign or reassign homeports and permanent duty stations only on the basis that assignments will remain effective for a period in excess of 9 months. Fact and Justification sheets should be submitted as early as the originating officer is confident of move and scheduling considerations.

b. The fleet or cognizant commanders of the Operating Forces of the Navy proposing the establishment, disestablishment, or modification of fleet activity will insure that requisite

approval for planning purposes has been obtained from designated OPNAV sponsors and area coordinators on the concept for the proposed action. Concept approval must insure adequate programming of costs, including military construction (MILCON), permanent change of station (PCS), manpower authorization allowances, Manage to Payroll (MTP) requirements, and facility requirements (including interim negotiation concerning host-tenant and common support agreements).

c. When proposing establishment of a fleet activity, fleet or cognizant commanders of the Operating Forces of the Navy should also confirm that the proposed mission of the new activity cannot be assumed by an existing activity in the same geographical area and cannot be performed efficiently by an existing activity of the same type.

d. Fleet or cognizant commanders of the Operating Forces of the Navy proposing the establishment or modification of fleet activities will insure that the significant impact of the action has been assessed relative to increased administrative costs and overhead expenditures inherent in separate fleet activity status and relative to the environmental requirements of reference (n). A clear statement of how the requirements were met must be included in Fact and Justification Sheet.

8. Travel Entitlement Criteria. References (e) and (f) contain regulations that govern the payment of entitlement to naval personnel, and are based on whether personnel are assigned to a command having a homeport or PDS. To insure that appropriate elements are authorized, it is imperative that homeport and PSD assignments accurately reflect the true nature of duty for each fleet activity.

9. Ship Inactivation. A ship being inactivated, which has a homeport assignment within CONUS, will not have the homeport changed to the inactivation sight, with the exception of nuclear-powered submarines. Fact and Justification Sheets **are not** required to announce decommissioning of ships.

10. Service Craft. Homeports are not assigned to service craft since they are not part of the operating forces. Reference (g) lists the status and assignment of service craft. A service craft is considered, for purposes of payment of dependant travel, shipment of household effects, and other travel requirements, to

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have a PDS at the geographical location of the shore activity to which the service craft is permanently assigned.

11. Designated Ships and Afloat Staffs. Enclosure (1) to reference (h) lists those ships, afloat staffs, and afloat mobile units which are operating overseas area for a contemplated continuous period of one year or more. Entitlements of members attached to or assigned to those organizations are contained in references (e) and (f).

12. Administrative Organization of the Operating Forces of the Navy. Reference (i) specifies the assignment of CNO (N09B) approved fleet activities under the administrative chain of command of the CNO.

13. Fact and Justification Sheet.

a. A Fact and Justification sheet (F&J) is required when requesting or recommending establishment, disestablishment, or change of homeports and permanent duty stations.

b. The F&J format, at enclosures (1) through (3) to this instruction, has been designed to fulfill requirements of the Chief of Legislative Affairs (CLA), as outlined in reference (j).

c. The F&J must be unclassified and all elements of enclosure (1) must be addressed, except for homeport changes of ships and permanent duty assignment requests for aviation squadrons. Under these unique circumstances, the abbreviated F&J at enclosures (2) and (3) are appropriate. Units may send message requests to CNO (N09B22) via the chain of command to expedite processing. CNO (N09B), however, will not release message approval of a homeport or PDS assignment until fleet commander, CNO staff, and CLA clearances have been obtained.

d. Specific documents referenced in the F&J should be included as enclosures to the appropriate transmittal letter.

e. When requesting homeport changes coincident with the completion of scheduled overhaul which will return the ships to the homeport location assigned prior to the overhaul, an F&J is required.

14. Issuance and Effective Dates.

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a. Definitions

(1) Issuance Date. Issuance date, which is date time group of message or date letter is signed by CNO (N09B), or date specified, if an exception, directing the establishment, disestablishment, modification, or HP/PDS assignment of a fleet activity. Exceptions to this policy may be made if fleet commander in chief and Bureau of Naval Personnel specify a issuance date other than the issuance date with justification. An issuance date has significance for ship and squadron personnel since it commences the homeport certificate process.

(2) Effective Date. Date specified in the message or letter issued by the CNO directing the establishment, disestablishment or modification of a fleet activity. Please note: When homeport or permanent duty station assignments are issued in accordance with this instruction, the effective date cannot be modified retroactively nor can the effective date which has passed, be advanced.

b. Requests for the establishment, disestablishment, modification or homeport/PDS assignment of a fleet activity shall be submitted by letter or message to CNO (N09B22) prior to the desired issuance date. Paragraph 16 of this instruction sets forth minimum schedules for issuance of homeport and PDS assignments, establishment of new activities, and ships undergoing construction, conversion, modernization or activation.

c. Requests to disestablish fleet activities shall be forwarded to CNO (N09B) a minimum of 4 months prior to the requested effective date. When civilian reduction in force (RIF) action is involved, ensure timely submission of request to allow 60 to 120 days advance notification to the employees affected.

d. Homeport assignment requests that require host nation notification prior to issuance should be allocated an additional 4 to 6 months processing time when calculating F&J submission. Host Nation Notification will be made in accordance with reference (m).

e. In certain instances, the fleet or cognizant commanders of the Operating Forces of the Navy may have justification for requesting an earlier or later issuance date. In deviating from

the prescribed schedules, however, note: Orders, household goods shipments, etc. to the old HP/PDS will generally not be authorized after the issuance date of the CNO message/letter directing a disestablishment action or a change in HP/PDS.

15. Title of Official in Command or in Charge. The title of the official in command or in charge of activities and units of the Operating Forces of the Navy are modeled after the titles in use for heads of similar activities listed in reference (b). The criteria below should be used when proposing a title for the head of an activity or when recommending the title be changed. Requests for assignment or change of title which are at variance with these criteria should be accompanied by detailed justification.

a. Commander

(1) Title is normally assigned only to flag officer billets or to an officer commanding more than one command or activity of the Operating Forces of the Navy (Article 0601 of reference (k) refers.)

(2) Title is considered traditional for the specific type of activity and therefore does not require flag officer billet.

b. Commanding Officer. When responsibilities are commensurate with those contained in Article 0802 of reference (k).

c. Officer in Charge is the title assigned to officer billets for all military heads of activities of the Operating Forces of the Navy not within the scope or criteria of foregoing subparagraphs.

d. Petty Officer in Charge is the title assigned when the military billet for the head of an activity of the Operating Forces of the Navy is of a chief petty officer or petty officer.

e. Director is a title for head of an activity normally used when the assigned head of a fleet unit is to be a civilian but is also appropriate when the official in charge is military.

16. Procedures. Requests for the establishment, disestablishment, modification or homeport/PDS assignment of fleet

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activities normally require the signature of an appropriate flag officer.

a. Establishment or Modification. Commanders of the Operating Forces will forward requests for establishment and change of homeport or PDS assignments via the chain of command to the CNO (N09B22) well ahead of the required issuance or issuance date, and in sufficient time to permit unclassified issuance well in advance of the effective dates. Ship and squadron deployment schedules must be factored in when determining a recommended issuance date. Early submission by units and timely endorsements by fleet or cognizant commanders as indicated below will minimize adverse impact on ships crew and squadron personnel. Units and their chain of command should take an active role in expediting the submission of F&Js and tracking their progress through the approval process.

| <u>Event</u> | <u>Recommended Unit Submission of F&J</u> | <u>FLTCINC Endorsement and Submission of F&J</u> |
|---|---|--|
| Change of homeport or permanent duty station within CONUS, except between East and West coasts. | Minimum 12 months prior to issuance date | Minimum 3 months prior to issuance date |
| Change of homeport or permanent duty station between CONUS and overseas* or between East and West coasts. | 18 months prior to issuance date | 1 year prior to issuance date, if host nation notification required, add 4 months |
| Establishment/disestablishment of fleet activities or units | 24 months prior to establishment, 12 months prior to disestablishment | 6 to 12 months prior to establishment, 6 to 12 months prior to disestablishment unless civilian RIF is involved, then 8 months |
| Ships; new construction, conversion, or activation | 24 months prior to estimated ship's custody transfer/delivery date | 12 to 15 months prior to estimated ship's custody transfer/delivery date |

Adherence to minimum requirements set forth in the above schedule is imperative due to the impact on Quality of Life issues such as

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entitlements, permanent change of station, household moves, children's school year, family stability, etc.

* Note: Refer to paragraph 14d.

EXPLANATIONS

(1) Effective date for initial homeport assignments of ships or subsequent changes is the date which determines when entitlements stop at the old homeport and commence at the new homeport. CNO will normally not modify a previously approved effective date for homeport assigned if the proposed modification is 30 days or less.

(2) The effective homeport date of a new construction ship will be "upon ship's custody transfer/delivery."

(3) In the case of SSBNs, the lead time used in issuing a homeport change may vary from a minimum of 3 months to a maximum of 10 months because of their unique operating schedules and use of dual crews.

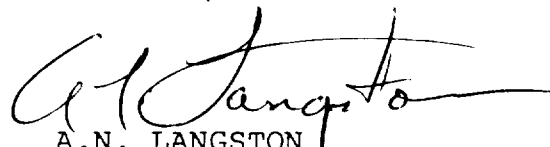
b. Disestablishment. Fleet and cognizant commanders of the Operating Forces of the Navy will forward request or recommendations for disestablishment of fleet activities (other than ships) to CNO (N09B22). (See paragraph 16 for timetable for issuance and effective dates).

c. Changes in Titles of Officials in Command and Activity Name Changes. Fleet or cognizant commanders of the Operating Forces of the Navy will forward requests or recommendations for changes in titles of officials in command or in charge, and activity name changes to the CNO (N09B22) via the chain of command as far in advance of the effective date of the requested action as feasible (minimum of 3 months).

d. Short Titles/Message Address. Abbreviated names of activities should be patterned after those contained in reference (b) as authorized by the Telecommunications Users Manual published by COMNAVTELCOM, Washington, DC. If proposed short titles do not currently appear in references (b) and (c), their usage requires prior approval consistent with reference (c).

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e. Civilian Reduction-in-Force. When reduction in force is not part of a disestablishment, relocation, or modification reference (1) is applicable.



A.N. LANGSTON
Rear Admiral, U.S. Navy
Director, Navy Staff

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FACT AND JUSTIFICATION SHEET FORMAT

1. **Fact Sheet on:** Long title of unit/activity/detachment
2. **Background and Mission:**
 - a. Current location of unit;
 - b. Mission:
3. **Nature of Action:** To change permanent location assignment of (short title of unit) from (location) to (location) effective (date); or to establish unit effective (date), or to disestablish unit effective (date) (as appropriate).
4. **Reason for Action:** Provide reason or justification for the request such as operational requirement (i.e., directed by the FLTCINC); BRAC (base closure); establishment of new unit, disestablishment, be placed on automatic distribution in the SNDL, etc.
5. **Impact of Action:**

a. **Civilian Personnel**

Number of authorized civilian positions (OCC 11)
as of (date) _____
Number of civilians on-board as of _____
(date) _____
Estimated annual total civilian salaries _____
(Object class 11 \$) _____
Number anticipated attrition through (date) _____

Number to be transferred within area _____
Number to be transferred outside area _____
Number anticipated Reduction-in-Force (RIF) _____
Separations _____

b. **Military Personnel**

Number of authorized officer and enlisted billet
allowances with estimated annual total military
salaries as of (date):
Officers _____ X \$ _____ * = \$ _____
Enlisted _____ X \$ _____ * = \$ _____
Total _____ Total Salary \$ _____

Enclosure (1)

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Number of on-board officer and enlisted personnel
with estimated annual total military salaries as of (date):

| | | | | | |
|----------|-------|------|--------------|--------|-------|
| Officers | _____ | X \$ | _____ | * = \$ | _____ |
| Enlisted | _____ | X \$ | _____ | * = \$ | _____ |
| Total | _____ | | Total Salary | \$ | _____ |

* Dollar amount revised annually, will be provided by
CNO (N09B22).

(For disestablishment actions, provide number of
officer and enlisted billets transferring to other
activities outside the geographic area and number of officer
and enlisted billets eliminated as a result of end strength
reductions, if appropriate).

c. Installation. Discuss host-tenant arrangements and
building location.

d. Funding. Anticipated savings vs cost of proposed
action; identify efficiencies derived as a result of this
action, if appropriate.

e. Environmental Impact. State how the requirements
of reference (n) have been met in the proposed action, i.e.,
an environmental assessment was performed, an environmental
impact study was conducted, or a categorical exclusion
applies and has been filed.

SEPARATE PAGE

6. Administrative and Management Information Requirements:

a. Full name of unit to include title of official in command and mail address:

b. PLA: (message address)

c. Effective date of action:

d. Administrative Chain of Command:

Existing: (Identify all ISICs in the
administrative (not operational) chain
of command)

Proposed: (Identify ISICs in the admin chain of
command)

e. UIC:

f. SNDL Code: (If known)

g. POC name, organization and code, commercial voice
and fax numbers

FACT AND JUSTIFICATION SHEET ABBREVIATED FORMAT
FOR SHIPS

1. **Fact Sheet on:** Title of ship and hull number
2. **Background and Mission:**
 - a. Current location of ship:
 - b. Mission:
3. **Nature of Action:** To change homeport assignemnt of USS _____ from _____ to _____ effective (date).
4. **Reason for Action:** Provide reason in a few words, such as overhaul, preparation for deactivation, operational requirement, BRAC (base closure), initial assignment for NEWCON, etc.
5. **Impact of Action:**

a. **Civilian Personnel.** N/A

b. **Military Personnel.**

Number of authorized officer and enlisted billet allowances and estimated annual total military salaries as of (date):

| | | | | | |
|----------|-------|--------------|-------|--------|-------|
| Officers | _____ | X \$ | _____ | * = \$ | _____ |
| Enlisted | _____ | X \$ | _____ | * = \$ | _____ |
| Total | _____ | Total Salary | | \$ | _____ |

* Dollar amount revised annually, will be provided by CNO(N09B22).

c. **Environmental Impact.** State how the requirements of reference (n) have been met in the proposed action, i.e., an environmental assessment was performed, an environmental impact study was conducted, or a categorical exclusion applies and has been filed.

Enclosure (2)

SEPARATE PAGE

6. Administrative and Management Information Requirements:

a. Full name of ship to include title of official in command and mail address:

b. PLA: (message address)

c. Effective date of action:

d. Administrative Chain of Command:

Existing: (Identify all ISICs in the
administrative (not operational) chain
of command)

Proposed: (Identify ISICs in the admin chain of
command)

e. UIC:

f. SNDL Code: (If known)

g. POC name, organization and code, commercial voice
and fax numbers

**FACT AND JUSTIFICATION SHEET ABBREVIATED FORMAT
FOR AVIATION SQUADRONS**

1. **Fact Sheet on:** Title of squadron and number
 2. **Background and Mission:**
 - a. Current location of squadron
 - b. Mission:
 3. **Nature of Action:** To change permanent duty station assignment of (short title of squadron) from _____ to _____ effective (date) or to disestablish effective (date) (as appropriate).
 4. **Reason for Action:** Provide reason in a few words, such as operational requirement, BRAC (base closure), initial assignment for new squadron, disestablishment, etc.
 5. **Impact of Action:**
 - a. **Civilian Personnel.** N/A
 - b. **Military Personnel.**

Number of authorized officer and enlisted billet allowances and estimated annual total military salaries as of (date):

| | | | | | |
|----------|-------|--------------|-------|--------|-------|
| Officer | _____ | X \$ | _____ | * = \$ | _____ |
| Enlisted | _____ | X \$ | _____ | * = \$ | _____ |
| Total | _____ | Total Salary | | \$ | _____ |
- * Dollar amount revised annually, will be provided by CNO(N09B22).
- c. **Environmental Impact.** State how the requirements of reference (n) have been met in the proposed action, i.e., an environmental assessment was performed, an environmental impact study was conducted, or a categorical exclusion applies and has been filed.
6. **Operating Forces Data:** Estimated number of dependent families at current location: _____

SEPARATE PAGE

7. Administrative and Management Information Requirements:

a. Full name of ship to include title of official in command and mail address:

b. PLA: (message address)

c. Effective date of action:

d. Administrative Chain of Command:

Existing: (Identify all ISICs in the
administrative (not operational) chain
of command)

Proposed: (Identify ISICs in the admin chain of
command)

e. UIC:

f. SNDL Code: (If known)

g. POC name, organization and code, commercial voice
and fax numbers